

Springfield Square Homeowners Association

2023 AECC INFORMATION/GUIDELINES

Article V, Section 1 (g) of the Springfield Square Home Owners Association Bylaws, requires each owner to maintain his/her lot and all improvements “in good order, condition, repair, and in a clean, sightly, and sanitary condition at all times”. The Springfield Square Architectural and Environmental Control Committee (AECC) 2023 Annual Inspection of the Community was conducted on April 12, 2023. The AECC was careful to apply the same standards to each home. **Please note that the 2023 AECC Annual Inspection process is as follows:**

Every unit receives an AECC letter: if your unit does not have any repairs, you will receive a Compliance Letter, or you will receive a letter with an inspection sheet with the repairs listed.

The AECC **will not** conduct a re-inspection of your unit until you return the AECC Completion Form to Northern Virginia Management (NVM). If your AECC Completion Form is not received on or before **July 31, 2023**, your repairs will be considered not done; a re-inspection of your unit will not be conducted and a **September 7, 2023** Hearing will be scheduled, **and you will be assessed \$10 a day from August 1, 2023 until your repairs are confirmed completed, not to exceed 90 days or \$900.00.**

After the due date of **July 31, 2023**, unit owners stating that they “forgot” to send in their AECC Completion Form will not be excused of their responsibility as this causes additional work for the AECC/Board/Management.

AECC Extension: Requests for an AECC extension must be in writing and sent to NVM as soon as possible but not later than **May 15, 2023**.

Exterior Repairs: Please refer to your AECC Policy Resolution No. 4, as all exterior changes/repairs, with the exception to blanket approvals, require AECC approval prior to the work being done. It is the unit’s owner’s responsibility to submit a Request for Improvement Form (RFIF) and obtain approval prior to the work being done, and ensure that the RFIF and work is done by the due date of **July 31, 2023**. If you fail to obtain AECC approval and make unacceptable repairs, you will be subject to correcting the repairs at your expense.

When making repairs to your exterior (bay window; house trim, window trim, etc.) you must repair it back to its original condition, an example; if you replace a section of board instead of replacing the entire board, this repair will not be accepted.

Painting exterior concrete (stoop/steps/walkway, window sills, blocks under front and rear doors, etc.) **is prohibited.**

Window air conditioners and window fans **are prohibited.**

Door hardware (peep hole/door knocker/deadbolt, etc.) must be Solid Polished (**shiny**) Brass.

Address Numbers must be 3 inch and Solid Polished (**shiny**) Brass.

Rails: secure; sand; primer and paint “Gloss (**shiny**) Black – **flat paint will not be accepted.**

Gutters (clean inside): means clean debris inside of gutters.

Gutters (clean outside): means gutters are dirty and need to be cleaned or painted (an approved color).

Front and back yards: – Front and back yards must be clean and tidy at all times. If you have the following yard items checked on your 2023 Annual Inspection sheet; Mow and Trim Grass (rear yard grass must be cut every 7-10 days); Clean/Tidy: Tools/Debris/Toys/Bikes/Recycling Bins, Etc. – you must take care of these items right away – you do not have 90 days to take care of these items as front and rear yards must be cleaned and rear grass cut on a continuous basis – **NOT ONCE A YEAR!**

Front lawns will NOT be mowed if there are any toys; bikes; tools; yard debris/materials left on the lawn and the landscaper does not clean/weed your flower bed. Unit owner is held responsible for ensuring that their tenants are aware and comply with the Community rules. Random yard inspections will be conducted and Hearings scheduled for noncompliance.

Trees: Unit owners are responsible for their trees/tree droppings/tree limbs and tree roots damaging the sidewalk (uprooting the sidewalk) tree roots growing/uprooting the common fence, etc. Tree droppings must be removed from owner's yard; owner's neighbors yards and Common Areas (sidewalks, parking spaces, trash sites, streets) on a continuous basis - **NOT ONCE A YEAR.**

Questions: If you have any questions regarding the repairs listed on your AECC Inspection Sheet, please contact NVM as soon as possible but not later than **May 15, 2023**, to schedule a meeting with the AECC. If you do not meet with the AECC and make unacceptable repairs, you will be subject to correcting the repairs at your expense.

Timeframe to complete repairs is May 1 – July 31, 2023. Monday, July 31, 2023, is the due date that your repairs must be CONFIRMED COMPLETED by the AECC, which means: (1) you must have returned the Architectural Completion Form to NVM stating that the repairs were completed, and (2) the AECC must have confirmed all repairs had been completed by July 31, 2023. Please be advised if your AECC repairs are not CONFIRMED COMPLETED by July 31, 2023, you will be scheduled for a Hearing before the Board of Directors (Board) on Thursday, September 7, 2023, to discuss your alleged violation of the Springfield Square Bylaws. You will be notified of the Hearing time and place via certified and first class mail. Please note that Hearings are held on a first-come first-served basis.

The Board may, as provided for in Section 55-513 of the Property Owners Association act "assess charges against any member for any violation of the declaration or rules and regulations for which the member or his family members, tenants, guests, or other invitees are responsible. The amount of any charges so assessed shall not be limited to the expense or damage to the Association caused by the violation, **and shall not exceed fifty dollars for a single offense or ten dollars per day for any offense of a continuing nature and shall be treated as an assessment against the member's lot for the purposes of Section 55-516. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding ninety days or \$900.00."**

The Association may further restrict the use of Common Area privileges (PARKING) until violations of this type are corrected and the home is brought into compliance.